

CITY OF BROOKHAVEN

Property and Evidence Clerk

Department: Police

Job Summary: This position is responsible for receiving, processing and storing confiscated property/evidence, to record all transactions in an inventory control system, to maintain the security and integrity of the custody chain and to dispose of or return property/evidence in accordance with federal, state and local laws/regulations and with established departmental policy. Must successfully complete GCIC/TAC certification.

How to apply: Please submit your resume, cover letter and your current salary to:

careers@Brookhavenga.gov

Major Duties:

- Receives various types of evidence/property such as large sums of money, documents, drugs, weapons and vehicles confiscated by local law enforcement officials in criminal cases; receives found property and property for safe keeping; checks for accuracy of items listed on property sheets.
- Stores and records evidence and property; ensures all property, evidence and impounded vehicles are preserved and accounted for according to regulations.
- Signs for and transfers evidence and property using prescribed security measures; enters information into computer system to complete custody transaction; generates, copies, disseminates and files printed receipts as appropriate.
- Packages evidence and property for safety and secure storage; labels bio-hazardous materials; wraps and labels bladed objects; places flammable materials in secure outside storage; verifies firearms are safely stored.
- Conducts inventory of evidence room; updates files as necessary; ensures that all confiscated firearms are recorded in the database accurately.
- Collects various types of evidence, such as blood kits, drugs and urine kits, from uniform patrol evidence lockers.
- Pulls evidence, including drugs, firearms and other designated items, from inventory as necessary for review, identification, release, court, destruction or other purposes; packages and transports evidence to crime lab for testing.
- Oversees review of evidence by defense lawyers to ensure evidence integrity; releases evidence to District Attorney and to case officer as appropriate; maintains release files.
- Compares incident reports with recovered items; contacts case investigator to discuss any evidence which may have bearing on active case; contacts victims/owners to view property for identification and claiming purposes.
- Advises civilians of proper procedures to follow to obtain property release; notifies citizens to claim property.
- Verifies ownership and authorization for property release; completes and files necessary paperwork returning property to individuals from whom it was confiscated, to owners from which it was stolen, or to other appropriate personnel; ensures that all property that is released from the property room is also removed from the computer database.
- Responds to questions, complaints and requests for information from citizens, court personnel,

officers, other law enforcement agencies, insurance and repossession companies, attorneys, pawnshops and other individuals.

- Assists with evidence/property items in court as necessary; testifies in court as to the proper chain of custody when required.
- Prepares evidence and property listings to request court order for disposal and/or destruction in accordance with regulations; receives court orders to destroy evidence and/or dispose of unclaimed items.
- Transports evidence, drugs, and firearms to crime lab for destruction; prepares unclaimed property for auction; researches ownership and other legal requirements prior to the sale of property at auction; contacts crime lab for destruction of drugs; maintains appropriate records.
- Assists officers with proper completion of forms and reports; reviews for accuracy; notifies appropriate individuals regarding receipt of incorrect paperwork.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations; attends meetings, workshops and training sessions as appropriate.
- Prepares, generates and/or processes a variety of forms, requests, activity and other reports, correspondence, and other documentation associated with the daily routine of this position; prepares and maintains files, logs, and administrative records.
- Cooperates with federal, state and local law enforcement agencies and its officers or representatives when activities are related to investigations within city jurisdiction.

Additional duties for Property & Evidence Clerk:

- Receives, alphabetizes, enters, copies and files pawn tickets; utilizes specialized program for pawn-related activity.
- Prepares payroll time sheet; compiles and updates employee list for payroll purposes; sorts and distributes payroll checks.
- Prepares and places orders for copy paper and janitorial supplies as appropriate for various divisions; receives property for training division when necessary.
- Substitutes for co-workers during temporary absence of same; trains new personnel in evidence/property control techniques.
- Performs other related duties as required.

Minimum Qualifications:

Associate's Degree required; bachelor's preferred; five (5) years of previous experience and/or training involving inventory control and data entry or a related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must pass a background investigation and successfully complete a GCIC/TAC certification. May be required to attain and maintain other certifications as related to position.

